



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
4301 PACIFIC HIGHWAY
SAN DIEGO, CA 92110-3127

SPAWARINST 5200.1
SPAWAR 08-43
FEB 01 2001

SPAWAR INSTRUCTION 5200.1

From: Commander, Space and Naval Warfare Systems Command

**SPAWARSYSCOM CIVILIAN EMPLOYEE/SERVICE MEMBER
TRANSPORTATION INCENTIVE PROGRAM**

(a) DoD Memorandum dtd 13 Oct 2000

Encl: (1) SPAWAR Application for Transit Incentive Program
(2) SPAWAR Vanpool Questionnaire

1. Purpose. To publish responsibilities and procedures for the implementation and utilization of the SPAWARSYSCOM Civilian Employee/Service Member Transportation Incentive Program and to provide financial incentives to employees/service members to encourage commuting by mass transportation.

2. Background. The Civilian Employee/Service Member Transportation Incentive Program (TIP) is established to provide a nontaxable government civilian employee/service member fringe benefit that will promote the use of mass transportation, reduce traffic congestion, improve air quality, and expand commuting alternatives. This benefit is authorized by a June 9, 1998 amendment (Public Law 105-178) to the Transportation Equity Act for the 21st Century. This amendment allows employers to provide tax-free subsidies of commuting costs, to and from work, to employees using eligible publicly or commercially owned mass transportation systems. Reference (a) directs DoD components to implement the benefit and requires installations and activities to budget for and provide transportation incentives to eligible employees and service members consistent with the program benefits available to DoD employees within the National Capital Region.

3. Discussion

a. Under TIP, SPAWARSYSCOM will issue eligible civilian employees and service members vouchers in amounts that do not exceed their actual monthly public transportation (bus/trolley/Coaster/vanpool) commuting costs, up to the maximum allowed by the Internal Revenue Code IRC (currently \$65 per month). TIP participating employees and service members who qualify for reduced fares, such as senior, veteran or handicapped discounts, will receive a subsidy based on their actual monthly commuting cost on public transportation. As directed in reference (a), parking costs are excluded from the program.

b. Vouchers issued under TIP are for the exclusive use of the employee or service member to whom they are issued, and shall not be sold, transferred, or redeemed for cash. Employees and s

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service members participating in TIP must utilize public transportation systems for commuting to and from work with sufficient monthly frequency to cover the value of the vouchers they request and are issued. Vouchers must be exchanged for mass public transportation (bus/trolley/coaster) monthly passes or tickets.

c. Vouchers for San Diego bus/trolley monthly passes are redeemable either in person at the Transit Store located at 101 Broadway in downtown San Diego, or by mail from the Transit Authority (MTDB-Pass Sales Administration, 1255 Imperial Avenue, Suite 1000, San Diego, 92101). Vouchers for Coaster service are redeemable either in person at the Coaster offices (810 Mission Avenue, Oceanside, 92054) or by mail from the Coaster offices.

d. Employees participating in a San Diego Association of Governments (SANDAG) Rideline (<http://www.rideline.org/>) registered Vanpool are also eligible to receive Transit Vouchers to cover actual commuting costs up to the IRC maximum. Vanpool usage must not be below 70% of available seating capacity for more than 2 consecutive months to maintain status as a Vanpool and remain eligible for the employee subsidy. Car pools using privately owned vehicles do not qualify for the program.

e. Reference (a) directs that the cost of transportation subsidies under this program be funded from the respective civilian employee and military personnel compensation accounts. Presently SPAWARSYSCOM has authority to access civilian employee compensation accounts. Military members compensation accounts are centrally controlled outside the authority of SPAWARSYSCOM. Until further financial guidance is received from Department of Navy, military members may not participate in the program. After receipt of such financial guidance, the date on which service members may participate in the program will be announced. Implementation of TIP for civilian employees will be effective 1 February 2001.

4. Applicability. This directive applies to all SPAWARSYSCOM HQ San Diego based employees and service members who meet the eligibility requirements discussed above and elect to participate in the program.

5. Responsibilities/Procedures

a. Facilities Branch. The Facilities Branch (Code 08-43) has overall responsibility for the purchase, receipt, security, and issuance of the transit vouchers and shall:

(1) Monthly vouchers. On the 8th day of the month, issue vouchers that employees and service members may exchange for the next month's transit pass. In cases when the 8th falls on a weekend or holiday, vouchers will be issued on the next working day. The TIP Coordinator (Code 08-43) will arrange for alternative procedures to issue vouchers in the event of illness, official travel or leave status of a TIP participating employee or service member.

(2) Records maintenance. Maintain records to include an inventory of purchased vouchers, the value of each voucher, applications/certifications of employees participating in the program, and voucher issuance documentation.

(3) Reporting requirements. Provide a report monthly or as requested to the Deputy Commander, SPAWARSYSCOM to include the value of vouchers issued, number of individuals participating, and commuter category (i.e., Bus/trolley, Coaster, Vanpool).

(4) Review process. Conduct random review of required records maintained by participating employees and service members to ensure the proper use of transit vouchers.

b. SPAWAR Inspector General (Code 00G). Has overall responsibility to ensure a periodic review of the voucher program is conducted to ensure vouchers are used for the purpose intended and that any false, fictitious and/or fraudulent claims are reported under Title 18, United States Code, Section 1001.

c. Administrative Officers. The Program Directorate or Code Administrative Officer shall complete the certification on the application that the civilian employee or service member, who is requesting a transit voucher, is assigned to the SPAWAR Headquarter code, does not have a Reserved Parking placard, and shall provide the employee or service member the original of the signed application. In the event a planned absence of the employee or service member conflicts with the regular voucher issuance date, the Administrative Officer should notify the TIP Coordinator and the applicant so that other arrangements for voucher issuance can be made.

d. Employees/Service Members

(1) Application and Eligibility Certification. Civilian employees wishing to participate in TIP (service members will implement at a later date) must complete and submit enclosure (1) to the Facilities Branch (Code 08-43) each month. Applicants must also complete the certification contained within the application, acknowledging that the subsidy is for personal mass transit commuting expenses to and from work (public transportation or SANDAG registered vanpools) and the possible repercussions for misuse or abuse of the TIP. (As a minimum, misuse or abuse of the TIP benefit will result in the employee being ineligible for participation in the program for the remainder of employment at headquarters.) Applications must be submitted to the Facilities Branch (Code 08-43) not later than the 6th of each month, or the next business day if the 6th of the month falls on a weekend or holiday. Participating Vanpool members must also submit enclosure (2) with the application.

(2) Use of Transportation Vouchers. TIP participating civilian employees and service members shall utilize vouchers during the authorized month and for the intended purpose.

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(3) Records/receipts. Maintain all records (i.e., a copy of the application, receipts, and used passes) for twelve months after the pass has been issued. Attach expired transit passes and receipts to the copy of that month's application/authorization. Vanpool users will maintain copies of billing information provided by Vanpool drivers. Present records to Transportation Incentive Program Coordinator (Code 08-43), the Inspector General or the supervisor upon request.

(4) Lost/stolen vouchers. Be responsible for timely reporting of lost or stolen vouchers. Lost or stolen vouchers cannot be replaced.

e. Assistance. Answers to questions concerning the Transportation Incentive Program may be obtained from the Facilities Branch (Code 08-43), Transportation Incentive Coordinator at (858) 537-0333.

6. Action. Addressees will adhere to the provisions of this instruction.


J. A. GAUSS
RADM, USN

Distribution:
SPAWAR List 6

SPAWAR TRANSIT INCENTIVE PROGRAM APPLICATION

Application for: Month/Year _____
Civ _____ Mil _____

Print Name: _____ SSN: _____ - _____ - _____

Division/Code: _____ Work Phone No.: _____

Home ZIP Code: _____ Total Monthly Transit Cost: \$ _____

Method of Transportation: / / Bus or Trolley / / Coaster/Amtrak / /Ridelink Vanpool

Employees: Attach
monthly pass and
receipts here to your
copy.

This application is to request transit incentive vouchers. I hereby certify that I am a civilian government employee or service member assigned to SPAWARSYSCOM San Diego. I certify that I am eligible for a fare subsidy for use on participating public transportation systems or with a SANDAG registered Vanpool. I am aware that the vouchers must be exchanged for monthly transit passes, tickets or Vanpool expenses incurred for my personal and regular use in getting to and from work and I will not redeem them for cash, sell, or transfer them to anyone else. I understand parking or FASTRAK costs are not reimbursable. I understand I must retain a copy of my application for vouchers, and the original transit pass and receipts for 12 months after purchasing with an issued voucher. I agree to produce said pass and receipts upon request of the Inspector General, SPAWAR Transportation Incentive Program Coordinator, or any command official requesting I demonstrate that the vouchers were used for their intended purpose. I understand the certification concerns a matter within the jurisdiction of any agency of the United States and making false, fictitious, or fraudulent statements may render me subject to criminal prosecution under Title 18, United States Code, Section 1001 and appropriate administrative and/or disciplinary action.

Employee's/Service Member's Signature

Date

I certify the applicant is assigned to the Division or code designated above and has not been issued a hanging Reserved Parking Placard. I further agree to notify the Transit Incentive Program Coordinator of any change in the applicant's code status.

Administrative Officer's Signature

Date

Do not write below this line. (Official Use Only.)

| Issued Voucher Number | Expiration Date | Amount |
|-----------------------|-----------------|--------|
| | | |
| | | |
| | | |
| | | |

Issuing Official's Signature: _____

PRIVACY ACT INFORMATION:

General: This statement is provided pursuant to the Privacy Act of 1974, Public Law 93-579, for individuals applying for the Transportation Incentive Program (TIP). Purpose and Uses: The information you supply on this form will be used to determine your eligibility for TIP. The information will be used by SPAWAR officials only. Providing the information is voluntary, however, if incomplete, your application for TIP cannot be processed.

Enclosure (1)

SPAWAR VANPOOL QUESTIONNAIRE

Fill out the information requested on the following form, attach it to your monthly application and submit monthly.

Employee Name: _____

Employee Pick-up Location: _____

List all other Vanpool Members and their employer:

Provide the following Lease Agreement information:

Leasing Company: **Enterprise** _____ **VPSI** _____

Total Lease Cost: **Total Gas Cost**

Member's share of leasing/gas costs: _____

Enclosure (2)